

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF NORTH CAROLINA**

**CLERK'S OFFICE
VACANCY ANNOUNCEMENT**

Position Title:	Docket Clerk
Announcement:	12-01
Court Name:	U. S. District Court, Middle District of North Carolina
City:	Greensboro, N.C.
Permanent Position:	Yes
Job Grade:	CL 23-1 to CL 25-61
Salary Min:	\$31,009
Salary Max:	\$61,709
Open Until Filled:	Yes

Position Description:

The United States District Court for the Middle District of North Carolina is recruiting for the position of Docket Clerk for the U. S. District Court, Clerk's Office in Greensboro, NC. Duties of the position include reviewing incoming documents to determine conformity with appropriate rules and court practices, and notifying any interested parties of discrepancies. Makes entries of documents and proceedings to the docket, ensuring that all automated entries are appropriately linked for proper case management. Collects appropriate fees. Files, scans and enters information into the docketing system for conventionally filed documents. Other duties will include answering the Clerk's Office public telephone line and answering procedural questions and case inquiries.

Qualifications:

To qualify a person must be a high school graduate or equivalent. To qualify for this position, person must also demonstrate that he/she possesses:

- Ability to keep detailed records neatly and accurately.
- Ability to type quickly and accurately.
- Exceptional organizational skills, particularly priority and time management capabilities.
- Strong verbal and written communication skills.

- The ability to work both independently and as part of a team.
- Unquestioned integrity and a positive, "can do" attitude.

Requires one year specialized experience equivalent work at CL 23 to qualify for CL 24 and two years specialized experience, including at least one year equivalent to work at CL-24 to qualify for CL-25. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives or laws.

Physical Requirements

Successful candidate must be able to bend, pull, push and lift up to 20 pounds, reach, walk, stand and/or sit for extended periods, with or without accommodation.

Benefits:

Federal benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Federal Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance.

Information For Applicants:

The United States District Court requires employees to adhere to a code of conduct which is available on the judiciary's web site at www.uscourts.gov. As a condition of employment, the final candidate will be subject to a background investigation. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees. Due to the volume of applications received, only the best qualified applicants will be invited for personal interviews. The United States District Court is a smoke-free environment. Applicants must be U.S. citizens or eligible to work in the United States. Applicants can download an application from our web site at www.ncmd.uscourts.gov. Applications may also be obtained in the Clerk's Office, 4th

Floor, U.S. Courthouse, 324 W. Market St., Greensboro, NC.

How To Apply:

A cover letter with resume must be received by the Clerk's Office no later than **February 24, 2012**. Cover letters and resumes should be marked confidential and mailed to:

U. S. District Court
Attn: Human Resource Specialist
PO Box 2708
Greensboro, N.C. 27402

Applicants selected and invited for an interview must bear their own travel and incidental expenses. The United States District Court is an Equal Opportunity Employer .